

SUMMARY

The summary is a shortening of the essential points of a passage, speech or lecture to one third of its original length.

Summarising helps to confine information to the essential points.

STEPS

- Identify the **purpose**.
- Read the passage for **comprehension**.
- Read the passage again and **underline** the important points.
- As a **first draft** write down the points you have identified.
- In the first draft you can **still quote** from the passage.
- Read through the first draft and check that **each point** you wrote down **connects** to the **purpose**.
- **Omit** all examples, figurative language, repetition, quotations, contrasts and analogies.
- **Reduce** phrases and ideas to one word if possible.
- **Count** the number of words.
- Provide a **title**. (Not part of word count)
- **Rewrite** the first draft into a final summary.
- Use your **own words** at all times. Replace a word with your own word and rearrange word order.
- Draw a **line through** your first draft.
- Write the **word count** at the **bottom** of final.



What to Do

THINGS TO REMEMBER

- The **order** of the information may be **changed**.
- Use subordinating **conjunctions** to ensure that your text is smooth, e.g.: while, however, consequently, yet and nevertheless. The **colon** is useful for emphasis and linking.
- **Hyphenated** words and **acronyms** (FIFA, NATO or SABC) count as **one**.
- When **exceeding** the word **count**, the marker shall **stop marking after** the **sentence** in which the word count is exceeded is completed.
- As soon as you **quote even one** point you will only receive **one** out of a possible of 3 marks for **language**.



Remember!!!

English First Additional Language Pnovember 2014

Memo

RJ Alexander



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